



PEABODY RETIREMENT BOARD CONTRIBUTORY RETIREMENT SYSTEM



PEABODY CITY HALL
1882

BOARD MEMBERS

Richard Yagjian, Chairman
Michael Gingras
Edward Lomasney, III

CITY HALL - 24 LOWELL STREET

PEABODY, MA 01960
PH (978) 538-5911 / 5913
FAX (978) 538-5989

BOARD STAFF

James W. Freeman,
Pension Administrator
Donna Hopkins,
Administrative Assistant

Job Description

Job Title: Administrative Assistant
Department: Retirement
Location: City Hall, 24 Lowell St., Peabody, MA 01960
Hours: 32½ hours per week, Monday – Friday

Reports to: Pension Administrator

SUMMARY:

Coordinates enrollment and participation in active and retired membership. Assists Administrator in maintaining accurate annuity and retirement databases. Processes Public Employee Retirement Administration Commission (PERAC) forms in compliance with Chapter 32, and 840 CMR. Provides information and general benefit guidance to membership in accordance with Chapter 32 and Peabody Retirement Supplemental rules and regulations.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Include but not be limited to:

Members:

- Process bi-weekly payroll deductions
- Handle all transfers in and out of the system
- Prepare all make-ups, buybacks and refunds to the membership
- Create all 3(8)c invoices for other communities
- Keep the Workers' Compensation Excel Worksheet up to date
- Prepare and maintain Accidental Disability Medical Bills

Benefit Administration:

- Respond to member/retiree inquiries and provide general guidance regarding benefits
- Assist in accurately completing PERAC required forms
- Produce retirement estimate calculations per request
- Calculate and update annuity information regarding make-ups, buybacks, and transfers to and from another system

Record Maintenance:

- Maintain accurate demographic information in retiree accounts and member annuity accounts
- Ensure accuracy of active member's retirement payroll deductions
- File hard copy information alphabetically
- Scan, file, and maintain electronic records

Annually:

- Audit Group 4 employees, and notify of age limitations per 840 CMR 12:00
- Audit veteran members and send notification of eligibility per Ch. 32 s.4 (1) (h)
- Maintain accurate schedule and collect revenue and generate billings as required by Ch. 32 s. 3(8) (c)

- Assist Administrator with year-end reports, preparation, and distribution of federal tax documents.
- Manage post retirement employment for all retired members under Section 91A, MGL Ch. 32

Other Duties:

- Prepare monthly vendor warrant
- Draft monthly Board agenda and coordinate agenda
- Additional duties may be assigned as needed
- Must be able to perform the duties of the Administrator in his/her absence

QUALIFICATIONS, LANGUAGE SKILLS, and MATHEMATICAL SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in the time frame allotted by the Administrator. The job requires complete confidentiality.

Exceptional customer service skills and excellent written and verbal communication skills required. Must enjoy working with the public and be tactful and respectful in dealing with the public in person, via email and phone. Must be able to read and write in English. Ability to work in a confidential setting a must. Knowledge: Solid grammar and basic math competence; able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals; understand math formula in spreadsheet use. Must be able to communicate effectively and tactfully with population served, including employees, retired employees, and the public. Able to read and understand financial and basic legal documents

EDUCATION and/or EXPERIENCE:

High School graduate or GED with five years general office experience required if no post high school education. Business school grad, college degree and/or Chapter 32 experience is preferred.

TECHNICAL SKILLS:

Familiarity with PTG Retirement Software preferred. Skilled in applications of Microsoft Word and Excel. Ability to operate a ten key adding machine, fax and copy machine.

PHYSICAL DEMANDS and WORKING CONDITIONS:

Must have the ability to reach, move and lift files weighing up to 25lbs.

The noise level in the work environment is usually low to moderate.

Professional or business casual dress code is required.

MISCELLANEOUS INFORMATION:

The candidate selected for this position must successfully complete a pre-employment background check, physical, drug screen and CORI.

The candidate selected must be willing to attend occasional training, seminars, workshops, and/or conferences.

Salary range: \$55,000-\$68,000 – depending on experience and qualifications.

To apply: Please send cover letter expressing interest and resume to: Peabody Contributory Retirement Board, c/o James Freeman, Peabody Retirement Board, 24 Lowell Street, Peabody, MA 01960 or by email to james.freeman@peabody-ma.gov; Fax 978-538-5989. Deadline for applications is 12:00, Noon, January 13, 2022. Applications will be considered as received. The City of Peabody is an EOE.

Posted: December 16, 2021